How-to Create a Photo Gallery
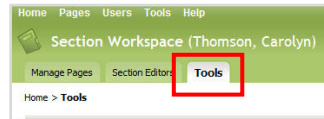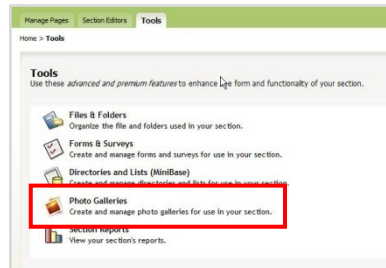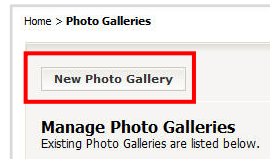
- Sign-in to Schoolwires
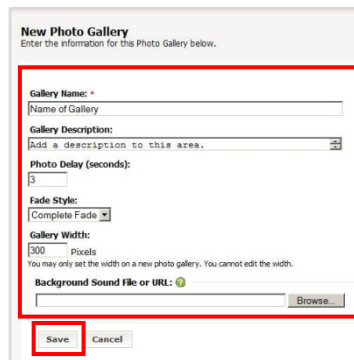- Navigate to Site Manager
- Click the Tools tab

- Select Photo Galleries

- Click the New Photo Gallery button

- Add desired information such as Gallery Name, Description, Photo Delay, Fade Style, Gallery Width and Background Sound File
- Click Save

- Click the Photos button next to the desired Photo Gallery

- To upload one to a few photos at a time, click the Upload Photos button. To upload many photos at a time, click the Batch Upload Photos button.

- Follow the steps in the wizard to upload images by clicking on the Next buttons. When the end is reached, click the Finish button.

  The steps for uploading one to five images at a time:
  1. Browse to locate each image
  2. After all images are found, click the Next button
  3. When all desired image file names display, click Finish. Click Upload more files if more images are desired.
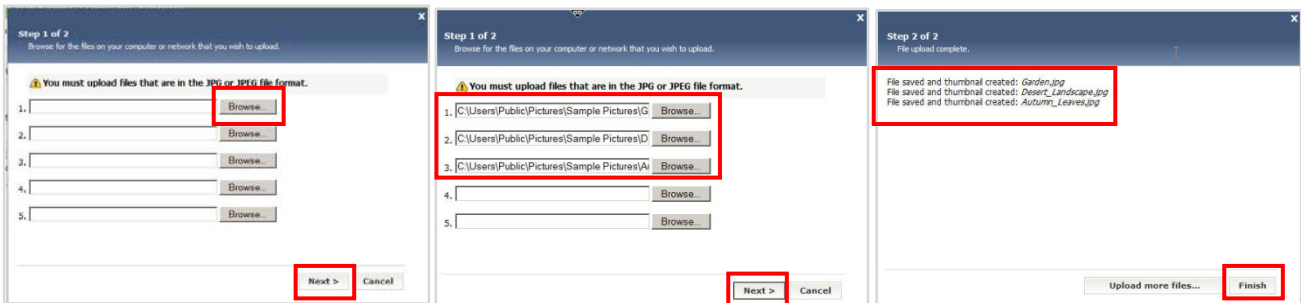
  The steps for uploading many images at a time:
  1. Click the Add Files button
  2. Browse to select all desired images
  3. Click the Add Files button
  3. When all desired image file names display, click Finish. Click Upload more files if more images are desired.
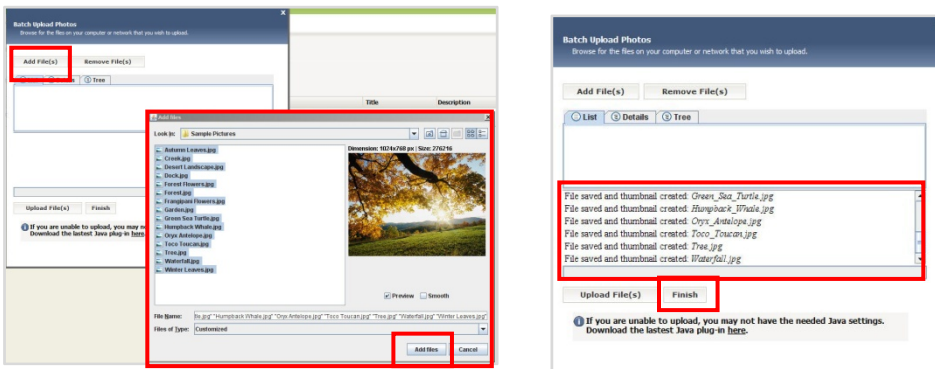
- All photos will be displayed as shown.

- Images may be adjusted by clicking the Adjust button.
- Click the Apply & Save button when finished.
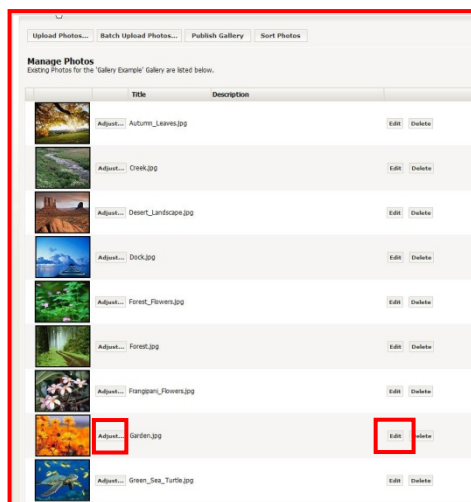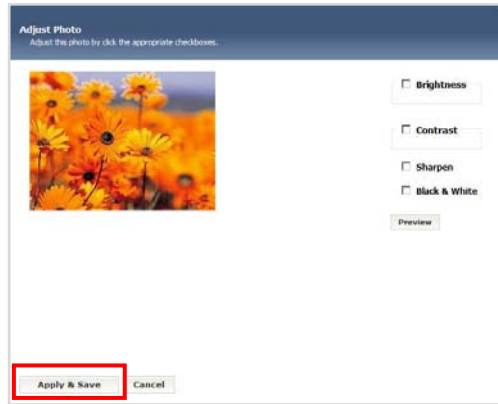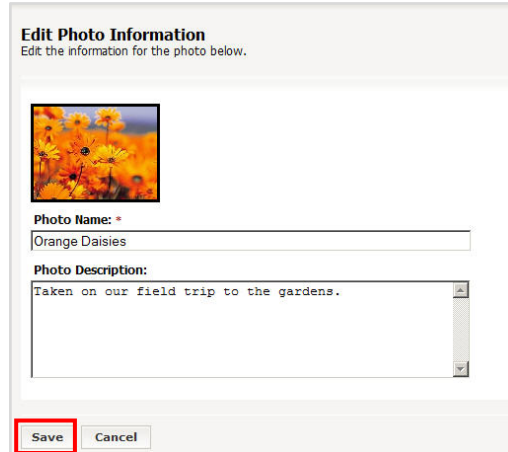

- Images may be edited by clicking the Edit button.
- Make any desired edits and click Save.

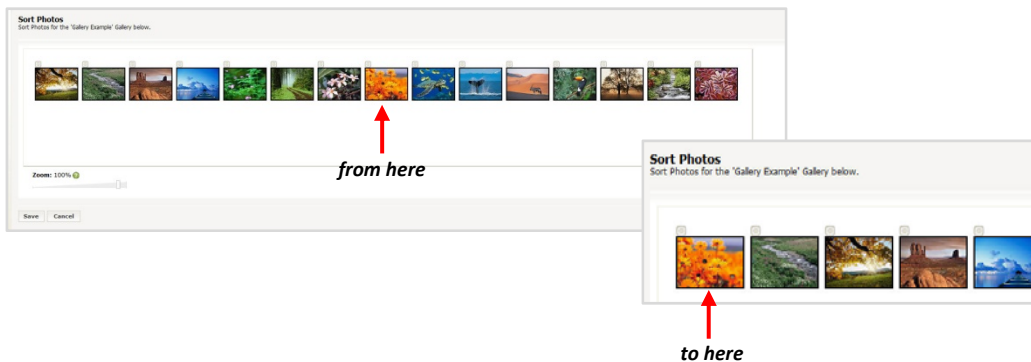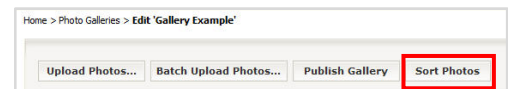*Any adjustments and edits made will be displayed in the Manage Photos window. Note: Any amount of adjustments and edits may be made. If the image is no longer desired, click the Delete button.*


- To sort photos, click the Sort button
- Click and drag images to desired sequence.
- Click Save when finished
  Note: To view images at a larger scale, use the zoom tool.

from here

to here

- When images have been adjusted, edited and sorted as desired, click the Publish Gallery button. *Note: A Published Successful window will appear to indicate the gallery has been published and is ready to be added to a Schoolwires page.*
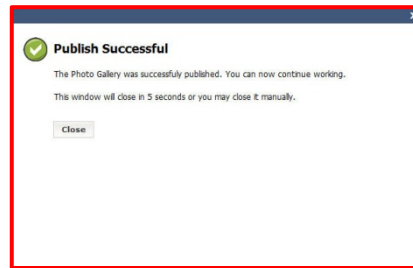
- A display of the Gallery Name, Description (if given) and date and time of publishing will appear.

- If any additional editing is needed after publishing, click the Edit button. *Note: It is possible to edit all features in the gallery **with the exception of the size.** To change that feature, the user must start over.*

To insert the Photo Gallery on desired Schoolwires page:

- Open desired page (Flex pages are recommended)

- Click the Insert Photo Gallery icon

- Navigate to locate the desired Photo Gallery

- Click the Insert Gallery button *Note: The Tag (coding) for the Photo Gallery will appear on the webpage*
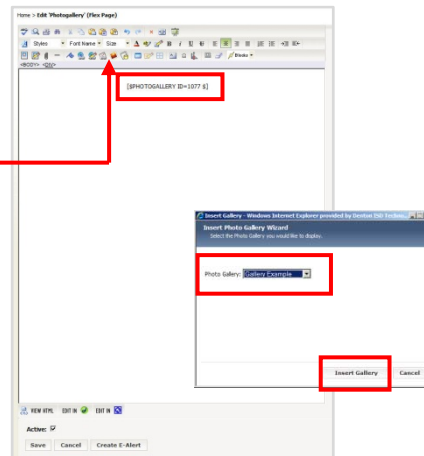
- To view Photo Gallery, go to webpage in browser (Internet Explorer)

- Use the Photo Controls and Audio Guide buttons located on the published slideshow to adjust viewing

- ***Enjoy!***